

SCOTTISH COUNCIL EXECUTIVE COMMITTEE
Minute of meeting held on Saturday, 10 February 2018, 11.00 – 16.00
at sportscotland building, Edinburgh

01/18 ATTENDANCE

SCEC

Alison Mitchell – convener	Elly MacDonald
Andy Malby - vice convener	Douglas Tullis
Alistair Cant - hon treasurer	Catherine Watt
Liz Lawie	Catriona Webster
John Andrews	Trevor Jones

Staff

Jess Dolan, director for Scotland
Jocelyn Payne, area and governance administrator
Jeannie Cranfield, delivery officer (part meeting only)

02/18 WELCOME AND APOLOGIES

Alison Mitchell, convener, welcomed everyone to the meeting and noted apologies from Simon Kellas, Ramblers GB governance manager, and Ben Dolphin, Ramblers Scotland President. It was noted that Van Griffiths, CEO of Ramblers GB, has arranged to attend the November 2018 SCEC meeting.

The recent deaths of Vic Royce and Bill Forsyth were noted and Danny Carden was congratulated on the birth of a son.

Alison also mentioned that the Out There campaign had recently been promoted on Radio Scotland's Out of Doors programme. Vice-President Cameron McNeish's autobiography 'There's always the hills', had just been published and it was noted that Elly Macdonald from Aberdeen Young Walkers will be on an upcoming BBC TV programme.

There were no Declarations of Interest.

Jess Dolan, director Scotland, formally introduced Jocelyn Payne, area and governance administrator.

03/18 APPROVAL OF MINUTES FROM SCEC NOVEMBER 2017 MEETING (APP1)

The draft minute was agreed on a proposal by Trevor Jones, seconded by Andy Malby.

04/18 ACTION POINTS FROM SCEC NOVEMBER MEETING (APP1A)

All action points were discharged. The following items were discussed:

91/17 APs 1, 2, 3 – all relating to Jocelyn Payne uploading and updating SCEC papers on the SCEC wiki and on the Ramblers website. Jess noted that the wiki provider will be closing down within 12 months, and asked for any ideas from SCEC as to what (if anything) should replace it. Douglas noted that the wiki was very useful for new SCEC members, but less so for longer-serving members. There was also a discussion as to whether SCEC papers should be available as one continuous document or as separate documents.

AP 1 – For April 2018 SCEC meeting, Jocelyn Payne to prepare the papers into a continuous document for uploading to the wiki, and to email them out as separate documents, as a trial.

96/17 AP 8 – relating to SCEC members attending Area AGMs. John Andrews asked whether the attending SCEC member should already know the Area well, or to be an outsider – an outsider may submit a more unbiased, objective report, but can they comment accurately on the health of an Area if they don't know it well? This will be discussed in future meetings, to ensure more forward planning and a smoother process.

AP 2 – Jocelyn to add Area AGM attendance to the August 2018 SCEC meeting agenda.

05/18 CONVENER'S UPDATE ON JANUARY 2018 BOARD OF TRUSTEES MEETING

Alison highlighted several points from the minute of the Board of Trustees meeting held Tuesday 23rd January which she attended via GoTo.

It was noted that Van Griffiths, Ramblers GB CEO, had recently been elected as a trustee of the NCVO (National Council of Voluntary Organisations).

The Board had approved the Temporary Suspension Working Group's recommendation to commission a wider consultation and review of the Ramblers Complaints and Disputes policies for members and volunteers, including benchmarking against other organisations, with the view to developing an updated and simplified set of articles and procedures to be presented to General Council in 2019.

Following the report prepared by Alison and Van, the Board agreed that Ramblers GB should remain a member of the European Ramblers Association, should continue to send a small delegation to the annual conference, and that Ramblers Scotland should consider joining and offering to host the 2021 event due to their recent modelling work done for the Eurorando 2021 event.

On the revocation of the delegation to constituent parts, regarding disputes and complaints, the Board resolved to revoke the delegation to SCEC of powers to impose sanctions on Areas, Groups and individual members (section 1). Section 2, regarding disputes, remains, a discussion followed regarding SCEC's rights and powers and the lack of clarity surrounding this – Jess advised that Tanya Kynaston from Ramblers GB is currently undertaking work on this, and she will be delivering a session during Scottish Council on this topic. Douglas added that the complaints and disputes procedure approved in November 2016 has inconsistencies and constitutional issues with the safeguarding procedures adopted in Scotland.

AP 3 Jess to clarify at the next SCEC meeting the status of the complaints and disputes policy, procedure, and process.

It was agreed that SCEC and Area Committees should receive training on the correct procedure when it is clarified.

There was a discussion about video-conferencing etiquette and difficulties of attending and/or chairing a meeting held via GoTo.

06/18 FINANCE REPORTS (APP2, APP2A)

Alistair Cant, treasurer, provided an update on both SCEC Management Report and the Ramblers Scottish Council account. It was noted that spending is on budget at present. The 'Campaign Fund' is now redundant; it was agreed that the balance in the account this could be added to the Scottish Council Challenge Fund. The SCEC management report is now in a more efficient format. Jess explained where the 'underspends' on investment expenditure fit into actual planned spending.

07/18 MEMBERSHIP UPDATE (APP3)

Jess explained the content of the report, noting that Ramblers Scotland has a modest growth in membership over the last few years, which is against the trend for the rest of Ramblers GB. Sarah Marfleet is the new Director of Membership & Fundraising, and key roles within the membership and fundraising teams will be recruited to and filled over the next few months. Jess noted that Van has set a new target of membership growth rather than simply stabilisation, and that the Data Transformation project should give more insight as to what drives the patterns of membership.

AP 4 – Jocelyn to ensure a membership update is added to SCEC meeting agendas every six months. The next update will be delivered in August 2018.

A discussion followed of the issue of members joining online and being allocated to an Area or to the wrong Group, or having a permanent address abroad and wanting to be attached to a Scottish group.

Jess advised that Laura Scarlett who is heading the Ramblers GB Data Transformation project will be attending Scottish Council and together with the insight-gathering work being done into memberships that SCEC extend an invitation to Laura and/or Sarah to attend a future SCEC meeting to explain the important aspects of their work.

08/18 SAFEGUARDING UPDATE

Jess gave a verbal update on the Safeguarding standard process launched by Sport Scotland in December 2017. Ramblers Scotland will have until March 2018 to fill out a survey, and will then meet with Children 1st to work on an action plan to fulfil within a year.

Jess advised that sportscotland and Children1st had been requested to include the safeguarding of vulnerable adults, so as to give it more relevance to Ramblers GB, and that there has been some difficulty finding an independent organisation to advise on the safeguarding of vulnerable adults. Jess hopes to be able to give more clarity on this work and where action will be required at the next SCEC meeting.

09/18 ACCESS SUB-COMMITTEE UPDATE (APP4)

John Andrews spoke to the minute from the November meeting. He requested completion of AP1: to ask Danny Carden to include future reminders to members in e-newsletters about letting Ramblers Scotland know about any incorrect forestry signage or diversions.

AP 5 – Jocelyn to check with Helen that the above issue will be included in the upcoming e-newsletter. John would like to be involved with the wording of the piece.
10/18 RAMBLERS GB GOVERNANCE MANAGER

In the absence of Simon Kellas, Jess gave a brief description of his role within Ramblers GB and how it relates to SCEC, and requested that any questions from SCEC will be passed to Simon for him to answer in more detail.

Simon has been in post for 8 months, and supports the Board of Trustees work. He also works with the Area Support Team and prepares the documentation for the formal AGM business of General Council. He has been working on improving processes around the work of the BoT.

BREAK (LUNCH) Jeannie Cranfield arrived

11/18 CLOSED FACEBOOK GROUP FORA (APP5)

Jess presented the report. John noted that he struggled to see what the groups have achieved; Andy suggested that the success was in raising awareness about the issues/events, which is not easy to measure.

SCEC agreed that as suggested, Danny should look into the possibility of linking the two successful groups (Access and Gathering) to each other and potentially to our main Ramblers Scotland Facebook page, once he has researched any potential implications.

AP 6 – Danny to research any potential implications and then proceed to link the two successful Facebook Groups to the main RS Facebook page

12/18 SCOTTISH COUNCIL 2018 (APP6, APP7, APP8, APP9, APP10, APP10A, APP10B)

It was clarified that the pre-SC SCEC meeting would commence at 11am on Saturday 10th March.

There were 119 delegates registered. Jeannie suggested that the boosted numbers were a result of circulating the draft agenda to all members ahead of the opening of the booking process.

The draft Agenda was approved by SCEC. Elly Macdonald and Alison will work together to see how Aberdeen Young Walkers could support the evening activity on 10th March.

The Annual Report was approved by SCEC, pending the following amendments: the spelling of 'foreword' and Elly Macdonald's surname; a definition of what is meant by 'active walk leaders' on page 6; the insertion of a summary of the work done on Eurorando 2021.

AP 7 – Jeannie to check with Grant Moir on a potential overrun on Sunday morning Motions session to confirm this would not be a problem for him.

Douglas Tullis gave an update on the wording and competence of the motions submitted to the Agenda Committee. Motion 2 is to be reworded for clarity, at the suggestion of SCEC. Douglas suggested that Motion 5 is considered in greater detail at the April SCEC meeting with Helen Todd and the paper she had written in 2016.

SCEC discussed that it would be useful in the future for members to have access to guidance on writing and submitting motions, similar to that provided for General Council. This will be added to the August SCEC meeting Agenda, for inclusion in the 2018/19 process.

AP 8 – Alistair Cant to liaise with Agenda Committee to draft guidance on writing motions to Scottish Council

Scottish Council 2018 Challenge – it was agreed that the dates for submission and 'interview' should be moved forward to the end of June 2018. SCEC agreed that a sub-group rather than the whole committee would be more appropriate for the 'dragon's den' aspect, and that this role would be fulfilled by the Scottish Council sub-group as far as is convenient.

AP 9 – Jeannie to amend dates on the Scottish Council 2018 Challenge Application form.

You said we did – Jeannie described her plans to display the report, in a more visual format, on display boards around the venue, so that delegates can see them before the speed workshops.

It was agreed that SCEC members would encourage delegates to engage with exhibitors and that for 2018 different colour badges would be sufficient to identify SCEC members.

13/18 OUT THERE PARLIAMENTARY EVENT

Jess fed back on the event held on 10th January 2018. She noted that there had been an excellent attendance by MSPs, ministers, members and partner organisations, and there had been a waiting list of people wanting to attend. She noted the success of hooking the event onto the 15th anniversary of the Land Reform Act, and of inviting 'friendly' media. The outcome had been that the event was made much more newsworthy, relationships with relevant journalists had been enhanced, and the event had been a great success with MSPs through social media. Resulting Jess felt, that the Ramblers Scotland team were enthused and ambitious for future similar events. John proposed a vote of thanks to all of the staff team, and especially Helen Todd, for their hard work in preparing and delivering the event.

14/18 BUSINESS PLAN UPDATE (APP11, APP11A)

The business plan will be transferred into a 3-year format rather than a 1-year format, to be in line with Ramblers GB and Ramblers Cymru business plans. SCEC approved the timeline and the format of the update document.

Jess spoke about the red and amber sections on the tracker, noting that the gap in the recruitment of a Medal Routes officer to replace Rob Burns has had an impact on all of the non-green sections.

AP 10 – Jess to bring the draft 3-year business plan to the next SCEC meeting in April, and then to bring the finalised version to the August meeting after it has been presented to the BoT in May.

15/18 WALK LEADERSHIP UPDATE (APP12)

Jess provided an update on the Walk Leadership pilot project which had been awarded significant investment via the People's Postcode Lottery funding to Ramblers GB, so that the work can be expanded beyond Scotland. Katy Robinson has been working with various other teams within Ramblers GB to ensure that the work is applicable. Jess will continue to sponsor the project for the time being (likely until 2019). It was important to note that SCEC should be aware that this will have a temporary expansion of her remit beyond Ramblers Scotland, and will have an effect on the time and focus she can dedicate to Ramblers Scotland during this period. SCEC formally noted this.

Alistair noted the benefit of having Ramblers GB roles based in Edinburgh, and hopes that some of the roles created by the expansion of the Walk Leadership project will be Edinburgh-based. This was seconded by other SCEC members.

It was noted that the project and Katy's delivery of it had been received well across Ramblers Scotland.

There is some difficulty on knowing how to record who is a walk leader – this will be made easier through the work of Area Training Coordinators and the Data Transformation project.

16/18 FESTIVALS UPDATE

Catherine gave an update on the Walk About festival 2018 with the theme agreed on as 'Hidden Gems'. She commented that the project was running slowly, which was detrimental to both the planning of the 2017 Festival of Winter Walks and the application for financial support by groups. Brendan Paddy has now been appointed as a consultant for the project, and plans to send out information much earlier.

Alison gave an update on the Gathering. Full information will be in the February e-newsletter, but at the time of the meeting there were already 40 people booked. Alison and Jeannie have put together three volunteer roles to share some of the administrative burden of organising the Gathering – one role has been successfully filled. The plan is to take 2018 as an induction year, and then for the volunteer team to have more input to lead the Gathering to fulfil their five-year growth vision. £900 funding for the Gathering had been agreed from PPL for the 2018 Gathering.

17/18 FUTURE SCEC MEETING DATES AND VENUES

It was requested that the start time for the August and November meetings be moved back to 4.30pm. Andy suggested that meetings that require video-conferencing to be used would be best held at venues that we have been to before and are confident in the wifi provision.

Alison had suggested an afternoon and evening meeting for the April SCEC meeting to include induction of new SCEC members; it was noted that it would be difficult for those who work full-time to attend. It was also suggested that a venue more accessible than Pitlochry be selected – such as Perth or Stirling. This venue must have wifi as Jess will be attending only after 6pm and by GoTo as she is attending SMT meeting in London on the same day.

AP11 – Jocelyn to look into suitable venues for April SCEC meeting in Stirling. John Andrews to look into suitable venues for April SCEC meeting in Perth.

AP12 – Jocelyn to generate a Doodle Poll for the Scottish Council sub-group for the date of the Scottish Council Challenge 2018 'dragon's den' meeting

18/18 ITEMS FOR APRIL 2018 SCEC MEETING AGENDA

Additional to items noted in this minute, including recommendations to invite Katy Robinson and David Graham to the meeting, SCEC would like a session on GDPR to be added.

AP 13 – Jocelyn to see if John Cornell (new GDPR Officer) can either deliver GDPR training in brief on Sunday 11th March after Scottish Council, or if he can attend during the April meeting.

Note: As John Cornell resigned shortly after the SCEC meeting took place, AP 13 will be actioned by Jocelyn Payne.

19/18 AOCB

John Andrews and Catriona Webster have made it known that they will not be standing for re-election to SCEC at Scottish Council 2018. Alison thanked them both for all their time and work given to SCEC. Alison reminded SCEC members to keep their eyes out and encourage skilled individuals to consider standing for election to SCEC.

SCEC were formally notified of the recent resignations from the Ramblers GB Senior Management Team – Christine Grant, Simon Bennett and Nicky Philpott.

Alison asked SCEC members to submit any items for future SCEC meetings to her ahead of the meeting, so they can be communicated to Jess and Jocelyn in a timely manner.

Jess gave an update on the CALL Landscape project. The £10,000 donation which was agreed two financial years ago will now be formally donated and used for path development work as the project is now underway. Ramblers Scotland's money will be supporting a route known as the Postie's Path, and this will give rise to not only many walking opportunities but also volunteering opportunities in summer 2019.

Following informal discussions, Alison, Alistair and Douglas raised the question of changing the name of the Agenda Committee to the Motions Committee as this would give a more accurate picture of what it does, and also the name of SCEC to the Scottish Board or equivalent? It was agreed that this should be considered at a later date, and that governance policies should be appropriately consulted and followed.

End of minute.

Jocelyn Payne, area and governance administrator, (13 February 2018)

Signed:  Date: _____

Alison Mitchell
Convener, Ramblers Scotland

